



Tioga County Worksession Minutes December 7, 2017 – 1:00 p.m.

Legislators present:

Legislator Hollenbeck
Legislator Huttleston
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Sullivan
Legislator Weston

Absent:

None

Guests:

Matt Freeze, Reporter, Morning Times

Staff present:

County Attorney Peter DeWind
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Personnel Officer Bethany O'Rourke
Chief Accountant/Budget Officer Rita Hollenbeck
ED&P Director LeeAnn Tinney
CSEA President Lisa Baker

Chair Sauerbrey called the meeting to order at 1:01 p.m.

Finger Lakes Wine Country Marketing Association:

ED&P Director Tinney reminded the Legislature of the County's involvement with the Finger Lakes Wine Country Marketing Association as previously requested and presented by Tioga Downs in 2014. Ms. Tinney reported Tioga Downs needed to be a part of this organization in preparation of acquiring the casino license and in order for a business to participate the County is required to join the association. In 2014, the Legislature agreed to participate with the following caveats: 1) County participation would not proceed until the hotel opened and revenues were generated as a result of additional hotel/motel taxes; and 2) Tioga Downs would be required to pay the one-time equity payment of \$40,000 to get the County on board, which has been done. Ms. Tinney reported the remainder of the agreement starting in 2019 is the County's annual fee to this association in the amount of \$60,000 for 3 years until 2021. Ms. Tinney reported discussion will occur during the 2019 budget process as to the best way to approach this annual funding. Ms. Tinney reported at the end of 2021 the County's commitment ceases, however, the option is available for the Legislature to re-visit this

relationship and make the decision for continuation. Legislator Sullivan requested Ms. Tinney return to the Legislature with another reminder at the commencement of the 2019 budget discussions.

2018 Budget Update:

Budget Officer Hollenbeck reviewed the difference from the tentative budget to when the adopted budget is passed next week. Ms. Hollenbeck reported the only change is the appropriated fund balance amount based on salary verifications and fringe benefits. Ms. Hollenbeck reported this change was specifically in the general operating fund, so the revenue and expense figures went up slightly. Following the publishing of the tentative budget, Ms. Hollenbeck reported she did not receive any budget inquiries.

Emergency Services Discussion:

Chair Sauerbrey reported a committee has been established to interview and recommend a candidate for hire to the Legislature for the Director of Emergency Services. Chair Sauerbrey reported the committee consists of: Legislators Hollenbeck, Weston, Sauerbrey, Personnel Officer O'Rourke, and Sheriff Howard. Chair Sauerbrey reported interviews are scheduled to begin on Monday, December 11th with two applicants. To date, Chair Sauerbrey reported five applications have been received, however, the application deadline is Friday, December 8th, therefore, additional interviews could be scheduled. Chair Sauerbrey reported this process needs to be expedited, as the County needs to hire a candidate by January 1st or the previously adopted resolutions regarding the restructuring of this Department will need to be amended. Chair Sauerbrey reported the Legislature is only interviewing and hiring the Director position, as the Director will be responsible for hiring the Deputy Director. Chair Sauerbrey reported it is possible that a special meeting will be called for the next worksession on December 19th in order to adopt the resolution hiring the Director position. Chair Sauerbrey requested Ms. O'Rourke email resumes to Legislators Hollenbeck and Weston for the interviews being conducted on Monday, December 11th.

Approval of Worksession Minutes – November 21, 2017:

Legislator Sullivan motioned to approve the November 21, 2017 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Huttleston, Monell, Mullen, Roberts, Sauerbrey, Standing, Sullivan and Weston voting yes. Motion carried.

Action Items:

ACTION ITEMS FROM JULY 6, 2017:

ACTION ITEM #1 – 7/6/17 – Paying Costs for Demolished Properties –

The Chair of the Legislature will set up a committee in January 2018 to start investigating options to determine how to proceed with the villages in regards to special assessments and property demolitions. Legislators Weston, Hollenbeck, and Mullen expressed interest in serving on this committee. **This action item will be carried forward from the December 7, 2017 Legislative Worksession.**

Legislator Roberts inquired about the status of the Land Bank. Chair Sauerbrey reported the County received the 501c3. Chair Sauerbrey reported ED&P Deputy Director Saraceno has requested that the Legislature reach out to the State to lobby for funding in the State budget. Chair Sauerbrey suggested Ms. Saraceno attend the December 19th worksession to provide a status update.

Legislative Support – Legislative Clerk Dougherty:

Approval of Legislative Support Committee Minutes – November 9, 2017:

Legislator Mullen motioned to approve the November 9, 2017 minutes as written, seconded by Legislator Sullivan with Legislators Hollenbeck, Huttleston, Monell, Mullen, Roberts, Standinger, Sauerbrey, Sullivan, and Weston voting yes. Motion carried.

Legislative Clerk Dougherty reported the following:

- The December Legislative Meeting is scheduled for Tuesday, December 12, 2017, at 6:00 p.m. in the Hubbard Auditorium. The Legal/Finance Committee will meet prior at 4:00 p.m. in the Legislative Conference Room.
- Legislator Monell will do the prayer and pledge and start the voting process at the December 12, 2017 Legislature meeting.
- Assisted the new accountant in the Treasurer's Office on 1099 process.
- Attended a Department Head meeting in November.
- Legislative Budget is tracking well.

Proclamations (3) –

- **National Influenza Vaccination Week** – This resolution will just be noted in the minutes of the December 12, 2017 Legislature meeting.
- **Pearl Harbor Remembrance Day** – This resolution will just be noted in the minutes of the December 12, 2017 Legislature meeting.
- **Owego Girls Volleyball Team** – Chair Sauerbrey will read and present this resolution at the December 12, 2017 Legislature meeting.

Recognition Resolution (1) –

- **Recognition Resolution Recognizing Frank R. Okrasinski, Jr., Tioga County Fire Coordinator** – Legislator Mullen will read and present this resolution at the December 12, 2017 Legislature meeting. Chair Sauerbrey will also speak on behalf of this employee.

Resolutions:

All resolutions were reviewed with discussion on the following:

- **Renew Contract Partners in Safety, Inc. (CDL Drug and Alcohol Testing)** – Legislator Weston inquired as to whether this contract is required to go out for bid. County Attorney DeWind reported the County is not required to go out for bid on this contract due to professional services. Mr. DeWind reported the local share paid by the County is relatively low and includes (18) other agencies/partners using this service, as well.
- **Home Rule Request for Amendment of New York State Corrections Law 500-c to Authorize the Tioga County Correctional Facility to Hold Persons Under Arrest for Arraignment in Any Court Located in Tioga County** – Legislator Mullen reported this is the first step in the lengthy process for providing counsel at arraignment. Ms. Dougherty reported Sheriff Howard will be sending the certified adopted resolution along with a letter to Assemblyman Friend and Senator Akshar.
- **2018 Staff Changes Economic Development and Planning Department** – Legislator Sullivan inquired as to whether this position will remain part-time and move from CCE to County. Ms. Tinney reported the former Ag Economic Development Specialist working through CCE left employment a couple of months ago and during the budget process the County decided to put the \$25,000 in the ED&P 2018 budget for the hire of

a part-time employee versus continuing the relationship with CCE regarding this position. Legislator Sullivan inquired as to whether CCE was paid for the entire 2017 year. Ms. Tinney reported there is one quarterly billing remaining since the departure of the employee, however, Mr. Fagan and another CCE employee have been covering the duties, therefore, the County will be paying this last quarterly billing.

Organizational Agenda – January 2, 2018:

- Ms. Dougherty reviewed the 2018 Organizational Meeting agenda and noted the following:
- **Prayer & Pledge** – Legislator Mullen will be doing the prayer, pledge, as well as starting the voting process.
 - **Swearing-In Process** - Ms. Dougherty reported Legislators Hollenbeck, Roberts, Standinger, and Weston will need to be sworn-in for their newly elected terms. In addition, the County Treasurer and District Attorney will also be in attendance to be sworn-in, however, this is just a formality as they will need to be officially sworn-in prior as their positions are effective January 1, 2018.
 - **Nominations and Swearing-In of Legislative Chair** – Newly appointed Chair will give a brief speech.
 - **Nominations and Swearing-In of Deputy and 2nd Deputy Legislative Chairs** – Chair Sauerbrey reported a 2nd Deputy Chair was appointed in 2017 as a means of maintaining County operations in the event the Chair and 1st Deputy are unavailable. Chair Sauerbrey inquired as to whether the Legislature was interested in continuing this process for 2018. There was no objection to this, therefore, Ms. Dougherty reported two separate nominations will need to occur to fill these positions.
 - **Public Information Officer** – This is a legislative nomination/appointment. Chair Sauerbrey reported she will speak to Emergency Services Department prior to this meeting. Chair Sauerbrey reported she sent an email to the current Director, however, is still waiting for a response. Legislator Weston reported the concern of having a non-County employee hold this position was discussed previously.
 - **Republican Majority Leader** – This is a legislative nomination/appointment.
 - **Disclosures** – All legislators will be required to express their disclosures, if applicable.
 - **Resolutions** – Ms. Dougherty reviewed the standard resolutions and questions were raised on the following:
 - **Designation of Official Depositories** – Legislator Weston inquired as to whether the funds noted on the resolution is County money and, if so, is interest accruing. Ms. Hollenbeck reported these depositories are holding County funds and interest is accruing on almost all. However, the amounts shown on the resolutions are representative of not to exceed amounts. Ms. Hollenbeck reported each bank holding County funds is only FDIC insured up to \$250,000 per account.
 - **Annual Review of Procurement Policy** – Ms. Dougherty reported this policy is required to be annually reviewed by the Legislature to ensure the bidding process is accurately followed with obtaining the required quotes. Ms. Dougherty reported the ITCS Director serves as the Purchasing Coordinator for the County and he is also required to ensure the process is accurately followed. Mr. DeWind reported this is a review of policy and at this time does not require any changes and limits are correct.

Other

- **Sanmina Closing** – Chair Sauerbrey reported she received a fax today from Sanmina announcing the facility closing effective March 7, 2018. Chair Sauerbrey reported separation of 161 full-time employees is expected to occur on or before this date with retention of 113 employees. Chair Sauerbrey reported there are temporary assemblers

and manufacturers employees through Datrose and Kelly Services who were terminated today. Chair Sauerbrey reported a Rapid Response Team consisting of State and Local employment agencies staff has been implemented. Chair Sauerbrey reported Tioga Employment Center Manager McCall is hosting a job fair in the next couple of days and they are already receiving walk-ins from this facility in search of employment. Chair Sauerbrey reported the County's unemployment rate is currently under 5%. Ms. Hollenbeck reported Sanmina has a PILOT and believes this will continue regardless of the closing. Ms. Tinney reported the PILOT will actually be collapsed and this is already being addressed.

→ **2018 Institute for Advancement Trainings** – Chair Sauerbrey distributed class information for the upcoming trainings. Chair Sauerbrey reported 19 employees are participating and all legislators are welcome to attend.

Executive Session -

Motion by Legislator Hollenbeck seconded by Legislator Sullivan to move into Executive Session to discuss an individual personnel matter and contract negotiations. Motion carried to go into Executive Session at 1:45 p.m. County Attorney DeWind and Personnel Officer O'Rourke remained in attendance.

Executive Session ended at 2:39 p.m.

Meeting adjourned at 2:39 p.m.

Next worksession is scheduled for **Tuesday, December 19, 2017*** at 10:00 a.m.

***PLEASE NOTE DATE CHANGE.**

Respectfully submitted by,
Cathy Haskell
Deputy Legislative Clerk